

**MARSHALL ELEMENTARY
SCHOOL
PARENT/STUDENT HANDBOOK**



WE ARE MARSHALL!

Dyisha R. Taylor, Principal
Benjamin Abraham, Assistant Principal
Heath Owen, Assistant Principal

1441 Marshall Street
Orangeburg, SC 29118
803-534-7865

www.mares.ocsd5.net

ALL ABOUT MARSHALL

Principal: Dyisha R. Taylor

Assistant Principal: Benjamin Abraham

Assistant Principal: Heath Owen

**Marshall's Theme: WE ARE MARSHALL:
Excellence Is Our Standard**

Marshall Mantra:

WE accomplish the impossible.

WE believe in ourselves.

WE set the standard.

WE ARE MARSHALL!

Marshall Mascot: The Bee

Marshall Color: Red

Marshall Expectations – “The Bee Attitudes”

We expect for all of our students to....

“Bee Excellent” **in our appearance.**

“Bee Excellent” **in the hallways.**

“Bee Excellent” **with our manners.**

“Bee Excellent” **in our work.**

Marshall Uniform:

Shirts- **(solid)** white, red, navy blue, light blue

Bottom- navy or khaki

SCHOOL PROCEDURES

ARRIVAL TIME

Students are not allowed to enter the building until 7:15. Please **DO NOT** drop your child off before 7:15 because there is no supervision at this time. **Carpool students will need to enter the main door of the building.** All other doors will be locked with the exception of the bus drop-off area (for bus and daycare students only) to ensure the safety of our children.



BREAKFAST

Breakfast is from **7:20-7:45 in the classroom.**

Breakfast is **free of charge** for students. Please ensure that carpool students arriving after 7:45 have already eaten breakfast.

TARDIES

The school day begins for Marshall Elementary students at **7:45.** Students who report after

7:45 will be marked tardy. **Students arriving after must be escorted in by a parent/adult to sign in.** The parent will sign the student in using the *electronic kiosk* in the front office.



Once a parent or guardian has signed the student(s) in at the main office, he or she will be given a pass to be admitted to class. **Students will not be admitted to class without a tardy pass.**

DISMISSAL

The school day ends at **2:45 PM** on daily. The school day ends at **1:30 PM** on the fourth Tuesday of the month. Children must leave the school grounds immediately after dismissal.

Please be sure to make arrangements to pick your child up promptly at 2:45. Teachers are unable to supervise your children past this time as they are busy with planning, maintaining records, and attending meetings. **At 3:15, all students remaining at school will be escorted to the workroom (600 wing).**

Parents/guardians must come in, sign-in at the front office, and then proceed to sign the child/children out.

AFTERNOON LATE CARPOOL ACTIONS

The following procedure will be followed for students that are picked up after 3:30:

1st Offense- Warning

2nd Offense- Documented Warning

3rd Offense –Formal Letter from Principal

4th Offense- Principal Conference Request

5th Offense- Law Enforcement/DSS Contact



We will strictly adhere to the procedures outlined by the district for late pick-ups during the upcoming year. Student safety is our priority.

CARPOOL PROCEDURES/DIRECTIONS

Carpool arrival begins at 7:15. Early students should remain in their cars until 7:15. All traffic will enter the carpool area from the Columbia Road onto Marshall Street. **Traffic will exit the carpool area onto Marshall Street turning right towards St. Matthews Road.** This process will help to ensure the safety of our students and expedite the process of student drop-off and pick-up. During pick-up, students will be called using a tagging system. Parents will receive a car tag with the names of all students being picked up. Parents are asked to remain the car and the students will be escorted to the vehicles. Faculty, staff, and administrators will be stationed in the carpool area to assist with this process daily. If you wish to park and enter the building, you must park in the designated visitor parking lot that is located to your right once you enter the carpool area from the Columbia Road entrance to Marshall Street. **Vehicles will not be allowed to enter the gated teacher parking lot on the side of the building to drop off or pick up students. Also, drop off or pick up will not be allowed in the bus loading area.** Students arriving by carpool will only be allowed to use the main entrance to the building. Students will be escorted to the front carpool area for afternoon pick-up.

EARLY DISMISSAL

Our goal at Marshall Elementary is to help each child reach his/her full academic potential; therefore, children must be present for the entire day. We strongly encourage parents not to sign children out early, except in the case of an emergency or sickness. When students are signed out early on a regular basis, they miss valuable instructional time and disrupt the instruction of other students. At MES, **students will not be signed out of school after 2:15 pm daily and 1:00 pm on early Tuesdays.** If you must take your child from school before the end

of the day, you must report to the main office prior to these times.

In order to provide a safe environment for our students, Marshall will check the student's information card for the name of the person who is asking to pick the child up early. The person must present a picture ID. **Under no circumstances will a student be dismissed to anyone whose name is not listed on the card.** In the event that your child's status changes during the school year, we ask that you come in and change the information in person by adding or deleting names.

If a student returns to campus before school has been dismissed for the day, the parent/guardian must take to the student to the main office, and receive a slip to re-enter the classroom.

ABSENCES

If your child is absent from school, state law requires a written excuse. The excuse must contain the reason for the absence, dates, and signature of parent or guardian. According to the South Carolina Regulations, the only excused absences are listed below:

1. Students who are ill and could endanger their health or the health of others
2. Death or serious injury to immediate family members only
3. Recognized religious holidays

Upon accumulating three (3) unlawful absences or five (5) cumulative unlawful absences, by law the school is required to begin the intervention process. You will receive a letter or telephone call requesting that you come to the school for a conference to create a contract which will outline the expectations for improving the child's attendance. Parents who refuse to cooperate with the school will be referred to the county attendance supervisor. Continued unlawful absences will be reported to Family Court.

BEFORE and AFTER-SCHOOL CARE

Please see the front office for information regarding this program.

EMERGENCY CLOSING

When inclement weather threatens, district administrators will consult with appropriate persons to decide if school will be open. The decision will be broadcast through various media such as WIS-TV Channel 10, district call outs and the OCSD5 website.

SCHOOL TELEPHONE

The school telephone number is **534-7865**. The telephone is used for school business and emergencies. Items left home by students are not considered an emergency. **Children will not be allowed to come to the office to receive phone calls.** An adult staff member will deliver any message that needs to be given to a student. For emergency purposes only, students, with permission of the teacher, may use the school telephones. **Calls to teachers during instructional time will be forwarded to the teachers' voice mail.** The teacher will return your call during his/her planning period or after school. In case of an emergency, please notify office personnel.

VISITING THE SCHOOL

Marshall Elementary School has an open door policy and encourages parents and community members to visit the classrooms and observe the wonderful learning experiences within the school. **However, to ensure the safety of students, the confidentiality of personal information and the integrity of the learning environment, all visitors must sign in at the school office and obtain a visitor's badge that must be worn at all times while in the building or, on the school grounds. Persons without a visitor's badge will be asked to return to the front office.**



You are invited to attend all school functions. Flyers will be sent home announcing PTO meetings, school events, and inviting you to have breakfast or lunch with your child/children. Please take an active role in the education of your children, and be present as often as possible.

PARENT TEACHER CONFERENCES

Regular communication between parents and teachers provide an excellent opportunity to discuss many details regarding the child's school experience that cannot be conveyed on the nine week report card. Conferences also help both the teacher and parent share knowledge about the child to gain a better understanding of the child's needs and interests. **To schedule a conference, parents may contact the teacher through a note or by calling the school.** A parent/teacher conference should be ***always*** scheduled to avoid any conflict with the school day.

HEALTH AND MEDICATION

HEALTH ROOM

The health room is operated daily under the supervision of a registered nurse. The school nurse will no longer administer over-the-counter medications (OTC); parents will have to supply their child's medication. If you would like for the nurse to give your child medicine (prescribed, or OTC), a medication permission form has to be filled out by the parent and healthcare provider. Students are not allowed to bring any medications to school under any circumstances. Please see the additional information provided by our lead school nurse.



STUDENT INSURANCE

Information will be provided by the district.

INSTRUCTION/ACADEMICS

TEXTBOOKS

All students will be issued textbooks. **Students who lose books will be required to pay the fees to replace them.** As soon as lost books are paid for, the child will be given a new book. If the book is found later, the money paid will be refunded. Students are also required to pay for any unusual damage they do to books. **Books may not be issued the following school year until these fees have been paid.** Students may not write in or on books.

IPADS

IPADS will be issued to students in grades 1st-5th by the media specialist. In order to receive the IPAD, parents must attend the information session and complete the permission form for students. **Please note that students are responsible for fees for any damages to the IPAD, screens, cords, etc.** IPADs will be returned at the conclusion of the school year. If a student withdraws or transfers to another school, the IPAD must be returned to the media specialist.

LOST/DAMAGED TEXTBOOK AND OTHER FEES

All fees due to lost and/or damaged textbooks, IPADS, and other materials should be submitted to the school bookkeeper, Johnnie Davis.

AGENDA BOOKS/HOMEWORK

Each student will be required to use an agenda book. The student's conduct grade and homework will be recorded in this book daily. Please look in the agenda book nightly for assignments and teacher notes. *There will be a \$5.00 fee for agenda books.*

GRADING POLICY

All students in grades 1-5 will be given numeric grades. Numeric grades correspond to the following equivalents:

A Superior	100-90
B Above Average	89-80
C Average	79-70
D Below Average	69-60
F Not Passing	59 and Below

All students will receive daily conduct grades. Conduct grades are as follows:

- E- Excellent**
- S- Satisfactory**
- N- Needs Improvement**
- U- Unsatisfactory**

INTERIM AND PROGRESS REPORTS

Every two weeks, you should receive a teacher-generated progress report for your child. This report should be signed and returned. An interim report is sent during each marking period to the parent/guardian of each student in grades K-5.

REPORT CARD ISSUE DATES

Report Cards will be issued each quarter. The dates are as follows:

October 27th

January 23rd

March 30th

June 1st

WEEKLY FOLDERS

Students will receive newsletters, graded work and important information in the weekly take home folder. **The folders will be distributed each WEDNESDAY.** Please remove the necessary materials and return the folder each Thursday.

FIELD TRIPS

Educational field trips are planned to provide experiences correlated with content/subjects studied in the classroom. Students must meet field trip requirements in order to attend a trip. In addition, students are required to have written permission from a parent or guardian before going on a field trip. Phone calls for verbal permission will not be made. Any student who does not have written permission



to go on a field trip will remain at school during the scheduled field trip time. ***Please note that students who owe fees may be***

denied field study privileges.

CURRICULUM STANDARDS

For all Curriculum Standards, please refer to OCS5 Elementary School Parent Handbook or www.ocsd5.net

BEHAVIOR AND DISCIPLINE EXPECTATIONS

DISTRICT BEHAVIORAL EXPECTATIONS

1. Listen and follow directions first time.
2. Raise your hand and wait for permission to speak.
3. Keep hands, feet, objects, and negative comments to yourself.
4. Have your supplies and be on time.
5. Complete all assignments on time and with excellence.

CLASSROOM BEHAVIORAL CONSEQUENCES

1. Verbal Warning
2. Individual Conference with the student
3. Reteach the behavioral expectations
4. Parental Contact (Verbal/Written)
5. Reteach the behavioral expectations
6. Parent Conference
7. Referral to administration
8. Repeat Behavior Consequences cycle at step 1.

DISCIPLINE

The OCSD5 **Code of Conduct** will be utilized for all referrals received by the administration

COUNSELING SERVICES

Marshall Elementary is proud to offer a variety of services available to the students we serve. Along with providing school counseling services, we work closely with many agencies to help provide for the needs of our students.



ACADEMIC ATTIRE

Students will be expected to dress in academic attire for the 2017-2018 school year.

The attire consists of a **solid** white, light/dark blue, or red shirt, and navy blue or khaki bottoms. **Shirrtails must be tucked in for all young men.** Sagging of pants will not be allowed. Please ensure that students have a **belt** if needed.

Consequences for students not adhering to the district/school dress code:

1st Violation – Verbal or written parental contact

2nd Violation – Verbal or written contact

3rd Violation – Mandatory parent conference required

4th Violation – Assign to ISS for (1) day

5th Violation – Assign to ISS for (1) day

6th Violation – Assign to ISS for (1) day

7th and Subsequent Violations – Suspension for (1) day based upon policy regarding student dress code.

MISCELLANEOUS

CLASS PARTIES

Marshall Elementary allows class parties for various holidays at the discretion of the principal. **Parents must request birthday celebrations with the principal at least one week in advance.** The celebration will only be approved if it does not interfere with classroom instruction. If permitted, only light, **store purchased** refreshments will be permitted.

CELL PHONES & OTHER ELECTRONICS

Students are not allowed to bring cell phones, MP3 players or any other electronic devices to school. If visible in class, these items will be collected and returned to a parent or guardian only.

STUDENT HANDBOOK

SIGNATURE PAGE

**I have read and understood the rules, processes,
and procedures outlined in the Marshall
Elementary 2017-2018 Handbook.**

Parent Signature

Date

Student Signature

Date

Homeroom

Grade